



INTEROFFICE CORRESPONDENCE

DATE: September 25, 1994

TO: D. B. Branch, Facilities Management and Operations, Bldg. 750, X2877

FROM: *MCB* M. C. Burmeister, ERPD/EOM, T891B, X5891

SUBJECT: CONDUCT OF OPERATIONS ACCELERATION MONTHLY REPORT FOR SEPTEMBER 1994 FOR ENVIRONMENTAL RESTORATION PROGRAM DIVISION (ERPD) - MBU-032-94

DOE Order: 5480.1

Action: None

Conduct of Operations programs and elements that have been implemented to date:

The following COOP programs have been implemented in the ERPD organization:

1. Supervisory Personnel.
2. COOP Infrastructure.
3. COOP Staffing Plan.
4. Required Reading.
5. Incident Reviews/Critiques/Occurrence Reporting.
6. Lockout/Tagout.
7. Status Boards.
8. Procedures.
9. Component Labeling.
10. Internal Surveillance.
11. Initial Training.
12. Qualification Program.
13. Logs.
14. Shift Relief and Turnover.
15. Control of Caution Tags.
16. Operator Aids Program.
17. Pre-Evolution Briefing.
18. Shift Operating Rounds.
19. Standing/Shift/Operating Orders Program.
20. Plan of the Day (POD).
21. Controlled Deactivation of Alarms.

Conduct of Operations programs and elements that have been implemented and verified by a mentor to date:

On September 7, 1994 the following Programs were verified by the Mentor, and points were assigned:

1. Supervisory Personnel.
2. COOP Infrastructure.
3. COOP Staffing Plan.
4. Required Reading.
5. Incident Reviews/Critiques/Occurrence Reporting.
6. Lockout/Tagout.
7. Status Boards.
8. Procedures.
9. Component Labeling.
10. Internal Surveillance.
11. Initial Training.
12. Qualification Program.
13. Logs.
14. Shift Relief and Turnover.
15. Operator Aids Program.
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17. Shift Operating Rounds.
18. Standing/Shift/Operating Orders Program.
19. Plan of the Day (POD).
20. Controlled Deactivation of Alarms.

ERPD continues to work with the assigned Mentor (C. Bernard) in order to develop and implement the required COOP Programs. Chris' support has been extremely helpful to ERPD in achieving its present level of implementation. ERPD requests a current verification and point assignment to be performed.

Milestones scheduled to be accomplished during the last month:

1. Internal Surveillance Program - personnel trained and program started.
2. Control of Caution Tags - personnel trained and program started.

Milestones actually accomplished during the last month:

1. Internal Surveillance Program - program documented, personnel trained and program started.
2. Control of Caution Tags - program documented, personnel trained and program started.

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Conduct of Operations implementation comments:

The following ERPD programs remain in the developmental stages:

1. Safety, Environmental, and Operating Goals.
2. Drills.
3. Continuing Training.
4. Communications Criteria.

Significant other achievements related to Conduct of Operations:

The possibility is being examined within ERPD to combine the Internal Surveillance and the Self-Evaluation programs. During a meeting held with the ERPD program coordinators, Mentor C. Bernard determined that joining the programs is a good idea. Details are currently being addressed.

Significant problems involved in implementing Conduct of Operations:

None.

Please contact either myself at the above extension or Nancy Brooks at extension 5951 if you have any further questions.

NLB:alc

cc:

C. Bernard
N. L. Brooks
M. C. Broussard
S. G. Stiger
ERPD Project File (2)